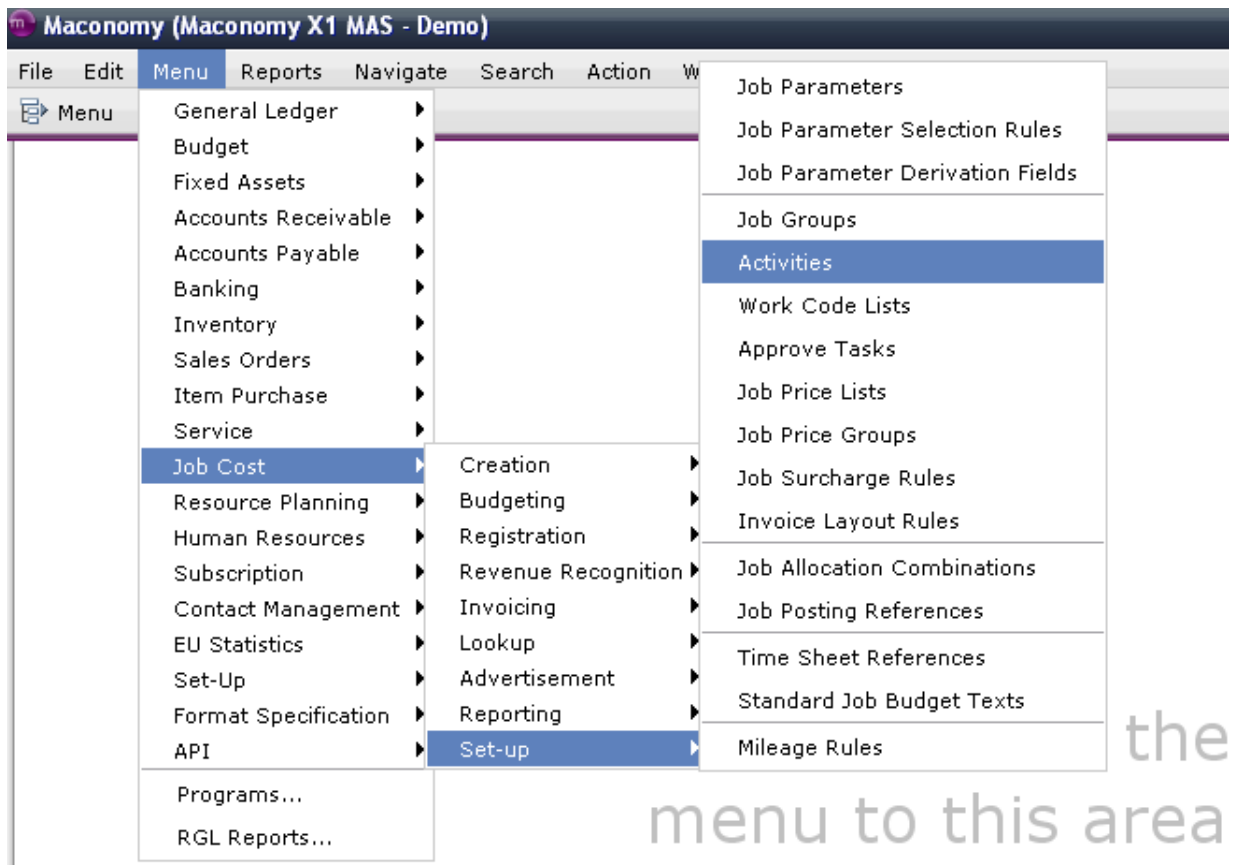


How to . . .

Print information related to Activities

Purpose	This shows the user how to print detailed information on an Activity. This is helpful for finding a listing of all Accounts an Activity maps to in the G/L
----------------	--

- 1) Navigate to the Activities window . . .



The screenshot shows the Maconomy (Maconomy X1 MAS - Demo) application window. The menu bar includes File, Edit, Menu, Reports, Navigate, Search, Action, and W. The 'Menu' dropdown is open, showing a list of options. The 'Job Cost' option is selected, which has opened a sub-menu. In this sub-menu, the 'Set-up' option is selected, which has opened another sub-menu. In this final sub-menu, the 'Activities' option is highlighted in blue. The text 'the menu to this area' is overlaid on the right side of the screenshot.

2) Select **File > Print**

The screenshot shows the Maconomy X1 MAS - Demo - Activities application interface. The 'File' menu is open, and the 'Print...' option is highlighted. The application window title is 'Maconomy (Maconomy X1 MAS - Demo - Activities)'. The menu bar includes 'File', 'Edit', 'Menu', 'Reports', 'Navigate', 'Search', 'Action', 'Window', and 'Help'. The 'File' menu contains the following items:

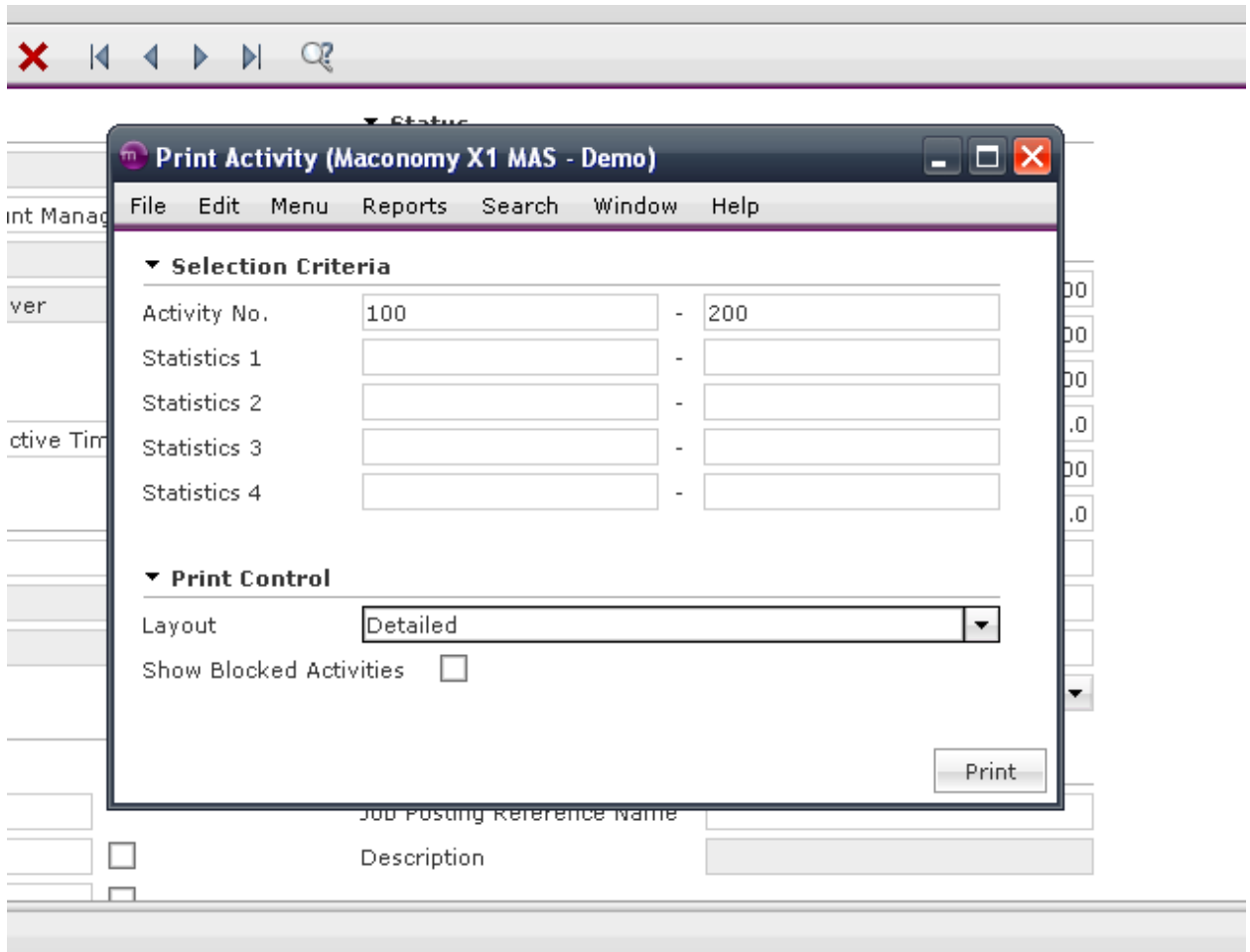
- Save (Ctrl+S)
- Revert (Shift+F5)
- Refresh (F5)
- New Activity (Ctrl+N)
- Delete Activity (Ctrl+D)
- Insert Job Posting Reference Line (Ctrl+Shift+M)
- Add Job Posting Reference Line (Ctrl+M)
- Delete Job Posting Reference Line (Ctrl+L)
- Print This (Ctrl+Shift+P)
- Print...** (Ctrl+P)
- Export Table...
- Export Tabs...
- Import Tabs...
- Export as Tab...
- Close Tab (Ctrl+F4)
- Close Window (Alt+F4)
- Exit (Ctrl+Q)

The main application area is divided into several sections:

- Status:** A checkbox for 'Blocked' is present.
- Rates:** A table of rates with input fields and values:

Cost	0.00
Intercompany Price	0.00
Billing Price	0.00
Markup %	0.0
Standard Billing Price	0.00
Standard Markup %	0.0
Item No.	
Job Price Group No.	
Tax Code	17.5%
Item Tax Code	Standard
- Posting:** Fields for 'Job Posting Reference Name' and 'Description' are visible.
- Overwrite:** A section with fields for 'Dim. Comb. No.' and 'Job Post'.

- 3) Enter the range of Activities you want to print. You may want to choose small ranges if you have a lot of Activities so performance is not affected by trying to print a large amount of data. Also be sure to set the Layout to **Detailed**.



- 4) This will produce a PDF like the one below that gives a large number of details regarding the Activity. . .

Navigation

Activity			
DATE	2/3/2010		PAGE 1
ACTIVITY NO.	100	BLOCKED	No
DESCRIPTION	Account Management Time	COST	0.00
ACTIVITY TYPE	Time	INTERCOMPANY PRICE	0.00
COST TYPE	Turnover	BILLING PRICE	0.00
INVOICE	Yes	MARKUP %	0.0
EXTERNAL INVOICE	No	STANDARD BILLING PRICE	0.00
EMPLOYEE UTILIZATION	Productive Time, Billable	STANDARD MARKUP %	0.0
		OVERWRITE	ITEM NO.
DIMENSION COMB. NO.			JOB PRICE GROUP NO.
JOB DEPT.	No		TAX CODE
EMPL. DEPT.	No		ITEM TAX CODE
JOB TYPE	No		REG. LIMIT TIME SHEETS
PURPOSE	No		REG. LIMIT EXP. SHEETS
CLIENT CATEGORY	No		EMPLOYEE REQUIRED
SPEC. 2	No		QUANTITY 1 FROM QUANTITY
SPEC. 3	No		QUANTITY 2 FROM QUANTITY
LOCAL SPEC. 1	No		ACCRUAL TYPE
LOCAL SPEC. 1	No		COMPANY NO.
JOB POSTING REFERENCE NAME			NAME
DESCRIPTION			BASE CURRENCY
STATISTICS 1			SETTLE VIA VENDOR
STATISTICS 2			JOB BUDGET LINE TEXT
STATISTICS 3			TIME AND EXP. LINE TEXTS
STATISTICS 4			AP, GL, JOB JOURNAL LINE TEXTS
ACCESS LEVEL			NOTE NO.
DESCRIPTION			DESCRIPTION
CREATED BY	Administrator		CREATE SALES ORDER
DATE	9/17/2009		REMARKS 1
CHANGED BY	Administrator		REMARKS 2
DATE	9/17/2009		REMARKS 3
VERSION	2		

LINE NO.	DEPARTMENT	ITEM GROUP	TRANSACTION GROUP	ACCRUAL	JOB INVOICE ALLOCATION
1	Main Department				
	OFFSET ACCOUNT	50060	BILLING PRICE, TAXABLE	30040	INVOICE DEVIATION 99999
	P&L	44030	BILLING PRICE, TAX EXEMPT	30040	CONTRACT DEVIATION 99999
	COST PRICE	44030	BILLING PRICE, EXPORT	30040	CONTRACT DEVIATION, OFFSET 99999
	OPEN COST PRICE	44010	OPEN BILLING PRICE	30020	INVOICE DISCOUNT 99999
	P&L, INT. COMP.	44040	OPEN BILLING PRICE, ADJ.	30060	JOB ACCRUAL 22124
	COST, INT. COMP.	44040	BILLING PRICE, INT. COMP	30070	COST PRICE, TRANSFERRED 99999
	OPEN COST, INT. COMP.	99999	INVOICED ON ACCOUNT	16010	BILLING PRICE, TRANSFERRED 99999
2	Subcontractor				
	OFFSET ACCOUNT	50060	BILLING PRICE, TAXABLE	31040	INVOICE DEVIATION 99999
	P&L	44030	BILLING PRICE, TAX EXEMPT	31040	CONTRACT DEVIATION 99999
	COST PRICE	44030	BILLING PRICE, EXPORT	31040	CONTRACT DEVIATION, OFFSET 99999
	OPEN COST PRICE	44010	OPEN BILLING PRICE	31020	INVOICE DISCOUNT 99999
	P&L, INT. COMP.	44040	OPEN BILLING PRICE, ADJ.	30060	JOB ACCRUAL 22124
	COST, INT. COMP.	44040	BILLING PRICE, INT. COMP	31070	COST PRICE, TRANSFERRED 99999
	OPEN COST, INT. COMP.	99999	INVOICED ON ACCOUNT	16010	BILLING PRICE, TRANSFERRED 99999